

ABSTRAK

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TINJAUAN FAKTOR-FAKTOR KETERLAMBATAN PENGEMBALIAN BERKAS REKAM MEDIS RAWAT INAP DI RUANG ANAK RSUD BRIGJEND H. HASAN BASRY KANDANGAN

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Pengembalian bertujuan untuk salah satu yang cukup penting di dalam pengelolaan rekam medis. Sistem ini harus dijalankan dengan sebaik mungkin karena dapat menunjang proses kerja dan sistem lain di unit kerja rekam medis, seperti pengambilan, *assembling*, analisis, koding dan pelaporan. Tujuan penelitian ini untuk mengetahui penyebab keterlambatan pengembalian berkas rekam medis di ruang anak RSUD Brigjend H. Hasan Basry Kandangan. Metode penelitian ini menggunakan metode deskriptif. Subjek penelitian ini terdiri dari 2 orang petugas *assembling* rawat inap, 1 orang kepala instalasi rekam medis dan 4 orang bagian ruang perawatan anak. Penyebab keterlambatan pengembalian berkas rekam medis rawat inap ruang anak berdasarkan Sumber Daya Manusia (SDM) sesuai karena tidak disiplin mengisi assesmen awal, catatan terintegrasi, resume, DPJP tidak visit, perawat lupa mengingatkan dokter dan beban kerja tinggi. Penyebab keterlambatan pengembalian berkas rekam medis rawat inap ruang anak berdasarkan faktor metode bahwa sesuai karena tahapannya tidak sesuai SOP. Penyebab keterlambatan pengembalian berkas rekam medis rawat inap ruang anak berdasarkan faktor kebijakan sesuai karena tidak mengikuti kebijakan yaitu pengembalian berkas rekam medis < 24 jam. Dari beberapa faktor penyebab keterlambatan pengembalian berkas rekam medis artinya kaseluruhan variabel yang menjadi patokan penelitian yaitu dari faktor Sumber Daya Manusia (SDM), faktor metode dan faktor kebijakan berperan sebagai penyebab keterlambatan pengembalian berkas rekam medis di RSUD Brigjend H. Hasan Basry Kandangan.

Kata kunci : Keterlambatan, Pengembalian, Rekam Medis, Rawat Inap

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A REVIEW OF THE FACTORS BEHIND THE DELAY OF RETURNING INPATIENT MEDICAL RECORD FILES IN THE CHILDREN'S ROOM BRIGJEND H. HASAN BASRY KANDANGAN

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Returns are one of the most important things in the management of medical records. This system must be run as well as possible because it can support work processes and other systems in the medical record work unit, such as retrieval, assembly, analysis, coding and reporting. The purpose of this study was to determine the cause of the delay in returning medical record files in the children's room at Brigjend H. Hasan Basry Kandangan Hospital. This research method uses descriptive method. The subjects of this study consisted of 2 inpatient assembling officers, 1 head of the medical record installation and 4 children in the child care unit. Data obtained from observations and interviews. The cause of the delay in returning the pediatric inpatient medical record file based on Human Resources (HR) is appropriate because it is not disciplined in filling out initial assessments, integrated records, resumes, DPJP does not visit, nurses forget to remind doctors and high workload. The cause of the delay in returning the inpatient medical record file in the children's room is based on the method factor that is appropriate because the stages are not in accordance with the SOP. The cause of the delay in returning the inpatient medical record file in the children's room based on the appropriate policy factor because it did not follow the policy, namely the return of the medical record file < 24 hours. Of the several factors causing delays in returning medical record files, it means that the entire variable that became the research benchmark, namely from the Human Resources (HR) factor, method factors and policy factors played a role as the cause of delays in returning medical record files at Brigjend Hospital.

Keywords: Delay, Returns, Medical Records, Hospitalization